

Planning Process

- The planning process should begin by scheduling a presubmittal meeting with the planning staff to discuss your project prior to committing resources to engineering or architectural design.
- Submittals for zoning change requests include a complete application, fees paid, concept plan or development plan, full legal description, tax certificate, planned development conditions, if applicable, and other pertinent exhibits as may be required.
- Zoning cases and other Public Hearings must be advertised a minimum of 15 days prior to the scheduled public hearing. Both P&Z and City Council meetings are advertised together. The official newspaper of record is the Wylie News, which is published each Wednesday. The attached schedule reflects the latest possible date in which a public hearing can be advertised and still meet State requirements.
- Filing deadline for initial submittals is on the Wednesday due date listed on the attached schedule. One (1) development plans (concept plans, landscape and irrigation plans, site plans, elevations or plats) may be submitted on 11 x 18 with the appropriate application, and a check for the applicable fees. Also a reduced Plat in a .PDF file format must be emailed to the Planner or planning@wylietexas.gov. Two (2) sets of engineering drawings are to be submitted at the same time for any plat. Tax Certificate is required.
- Technical review of submitted plans by staff will be completed and the markups returned to the applicant by the following week on Thursday.
- Ten (10) **folded** 24 x 36 copies (the copies shall be folded to approximately 9 x 12) of the revised drawings, and the original markups must be returned by the Friday due date listed on the attached schedule to be considered for that P&Z agenda. Also a reduced corrected Plat in a .PDF file format must be emailed to the Planner.
- Items going to City Council must be submitted 2 weeks prior to the meeting in order to be placed on the agenda. Therefore, items going to the P&Z will go to the City Council meeting two weeks after the P&Z meeting.
- After Final Plats are approved by the City Council, and inspected by the City Engineer, the project will be released for construction of all public infrastructure including streets, water, sewer, parks, etc. After the City accepts all of the public improvements the plat will be released for filing. One (1) mylar and three (3) prints with original notarized signatures and seals must be submitted to the Planning Department for signatures of the Planning and Zoning Commission Chairman and the Mayor before filing with the County of record. **Please check with the county for their policies for filing with the County of record.** All fees, bonds and escrow funds must be paid prior to the plat being released for filing and issuance of building permits. One set of mylar as-builts and one set of as-builts on a CD in TIFF format at 400 dpi are to be submitted at the time plats are delivered for signatures.
- Once filed with the county, return one (1) mylar and two (2) bluelines/blacklines with original notarized signatures to the Planning Department..